

OBTAINING CONSTRUCTION PLANS FOR REVIEW FOR CRCF

Plan approval and construction approval must be obtained from the DHEC Division of Health Facilities Construction [(803) 454-4370]. The first step is to assemble the plans and specifications for submission to DHEC. An architect or engineer is required to draw the plans for a CRCF housing six or more residents. Plans for a CRCF with five or less residents must be submitted for review and must be drawn to scale, but are not required to be drawn by an architect. A CRCF does not require a Certificate of Need. All buildings, new and existing, being licensed for the first time or changing their license to provide a different service must meet the current codes and regulations.

All reviews performed by Health Facilities Construction are conducted on an appointment **ONLY** basis with the owner or owners representative(s) present. "Mail in" reviews are no longer acceptable. Please Do Not Mail-in construction documents. They will not be reviewed.

The following documentation must also be submitted at the review (the project or drawings cannot be approved without this documentation).

1. A description of the project;
2. Water and sewer permits (or letters indicating that water and sewer are available);
3. Zoning permit;
4. Fire department letter, if a fire hydrant is not located within 150 feet of the building;
5. Sprinkler specification sheet, if required;
6. Separate duplicate plan for any commercial kitchen in the project. If you are making any changes or modifications to an existing licensed facility, plans and a review are necessary before construction begins. Changes include any change to the physical plant of a licensed facility that will have an effect on the function or use of an area, structural integrity, active and passive fire safety systems, exit corridors, and door and/or wall assemblies. Cost of a project has no bearing on whether or not a review is needed.

Due to the fact that this office often has a backlog of several weeks, it is suggested that appointments be made as soon as the expected review date is determined. It is easier to postpone an appointment than to attempt to work around previously scheduled dates.

At the time of your plan review, bring one complete set of plans, and specifications. This will remain our office copy.

If construction is delayed for a period of 12 months from the time of approval of final drawings, a new evaluation and approval is required.

At the final inspection, DHEC will check all of the items in the appropriate checklist and test all of the systems. The final inspection is conducted when the architect or owner requests the inspection. At the time of inspection, we expect the building to be finished, including "owner-installed" items and to be clean.

Upon satisfactory completion of the construction inspection, an affidavit will be issued to the Division of Health Licensing indicating that the construction project has been approved. The owner must arrange for a visit by Health Licensing prior to resident occupancy. Health Licensing will not visit until the Health Facilities Construction has indicated acceptance of construction.

Prior to completion of the project, certain documentation is required at the final inspection. The project will not be approved without this required documentation. To aid in compiling the required documentation, a checklist is furnished. On this form, enter the dates of the letters of certification. The letters of certification must indicate that the systems "have been tested and found to be operating satisfactorily." In these letters, it is unacceptable to state only that "the systems have been installed according to code." The certification letter(s) should be copied; the originals are to be retained by the owner.